



TAFE NSW Ariba Network Supplier Training

How to submit electronic invoices against a
TAFE NSW contract

September 2023



Hyams Beach, South Region
Wandi Wandian Country, traditional lands of the Jerrinja people

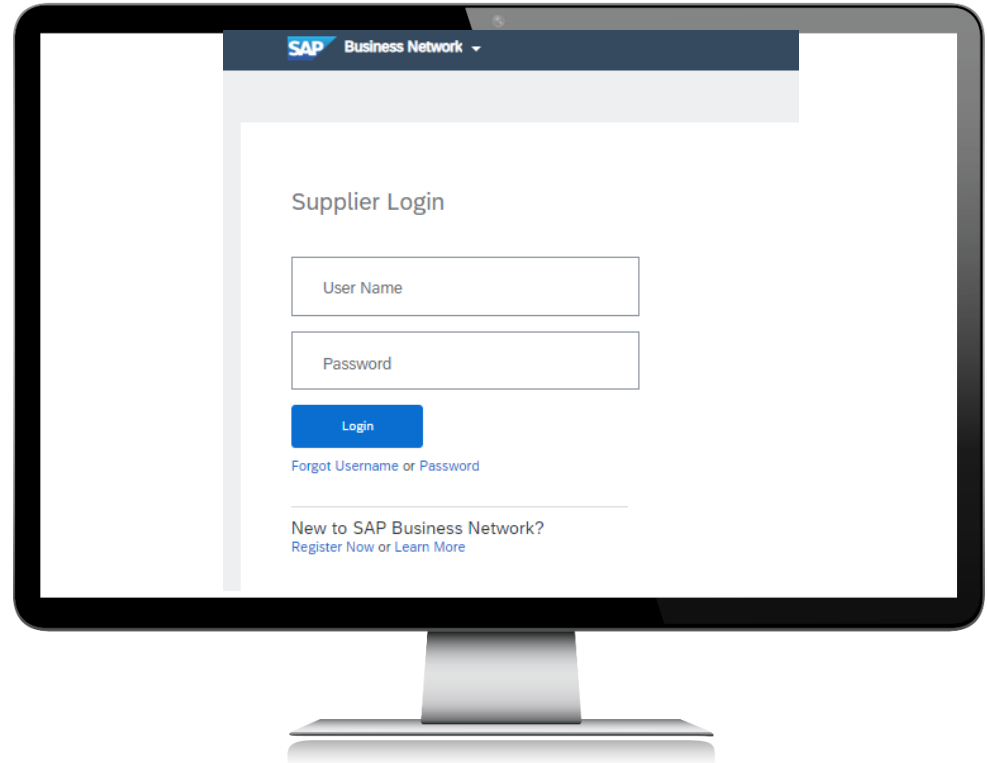
TAFE NSW acknowledges Aboriginal and Torres Strait Islander Peoples as the Traditional Custodians of the Land, Rivers and Sea. We acknowledge and pay our respects to Elders; past, present and emerging of all Nations.

Topic Audience Background

Topic	This Quick Reference Guide (QRG) addresses how to submit an invoice in Ariba against a TAFE NSW contract.
Audience	TAFE NSW Suppliers
Background	<p>TAFE NSW uses SAP Ariba as its preferred eProcurement Solution. Suppliers are required to receive Purchase Orders (POs) and Contracts via their SAP Ariba Account and submit their invoices electronically through the Ariba Network.</p> <p>When a supplier is ready submit an invoice against a contract, the process steps are:</p> <ol style="list-style-type: none">1) Log in to the supplier's Ariba Network Account2) Find the relevant TAFE NSW contract in the Account3) Select the relevant line items in the contract to invoice against4) Complete all the relevant fields in the invoice5) Submit the invoice via the Ariba Network. <p>The invoice will be routed for approval within TAFE NSW, and standard payment terms apply.</p>

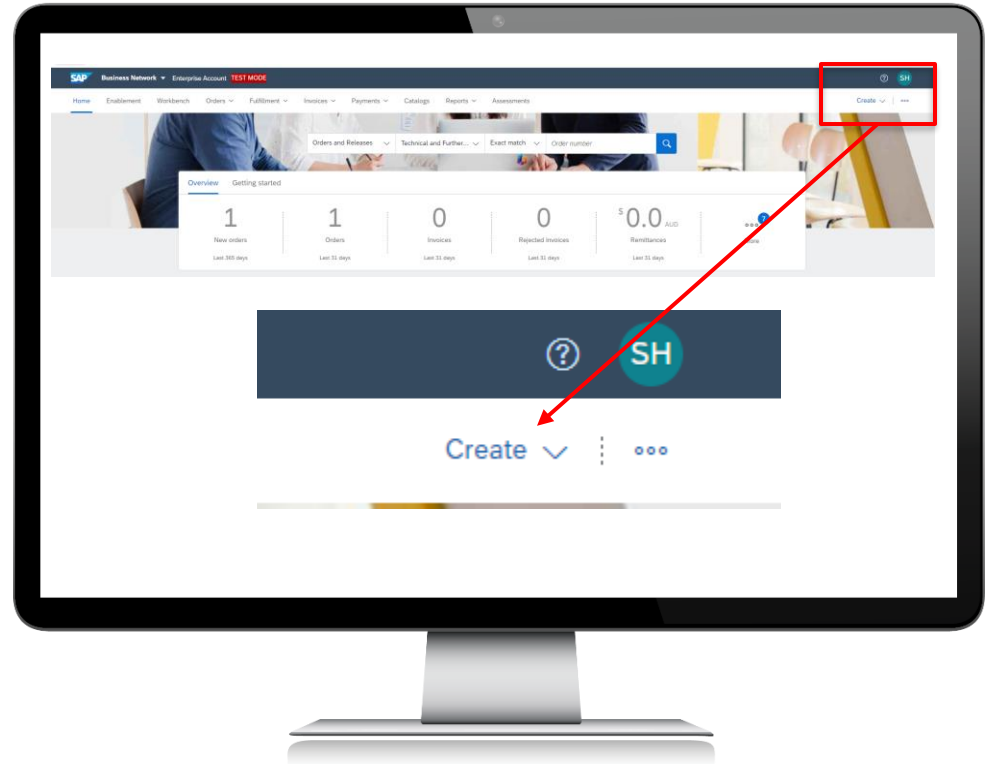
Step 1

The TAFE NSW Business Contract Manager will advise you when your contract with TAFE NSW has been set up in the Ariba Network. Once that has been done, navigate to supplier.ariba.com and enter in your **Username** and **Password**.



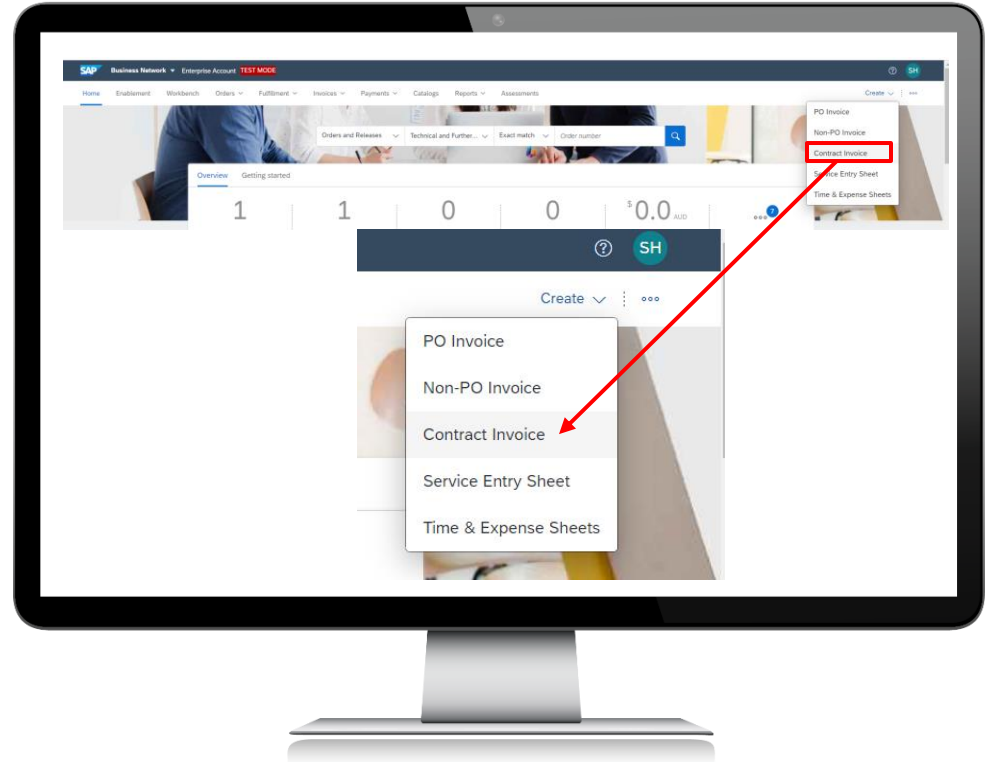
Step 2

From the 'Home' page of your Ariba Network Account, click on the 'Create' dropdown in the top right-hand corner of the screen.



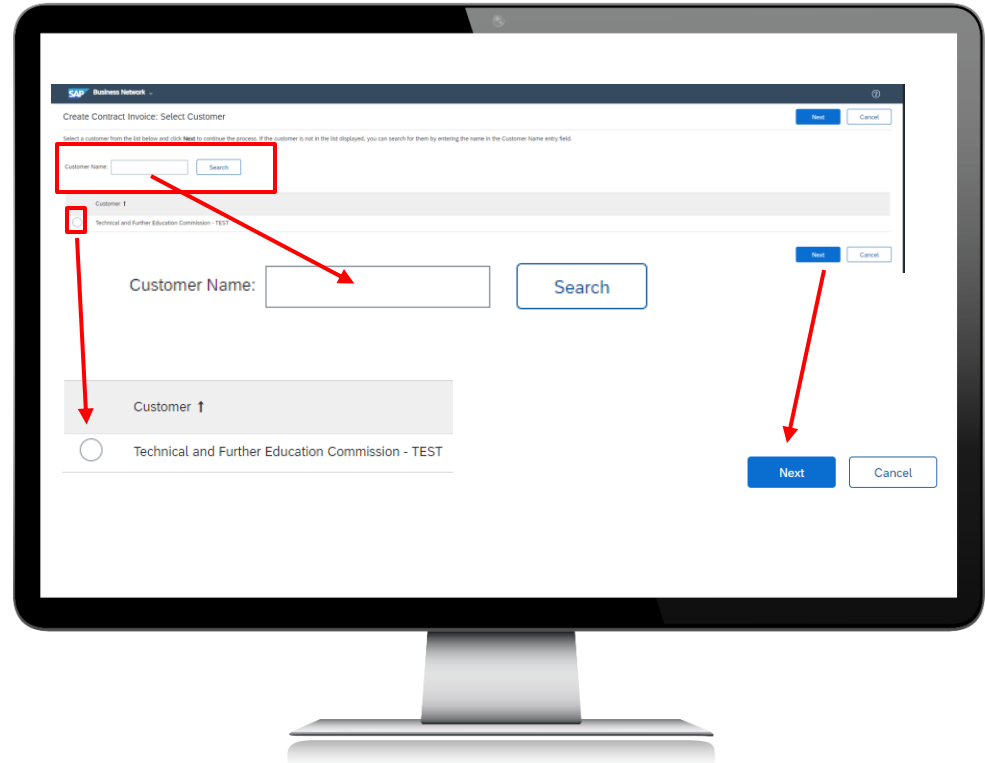
Step 3

Select **'Contract invoice'** from the dropdown list.



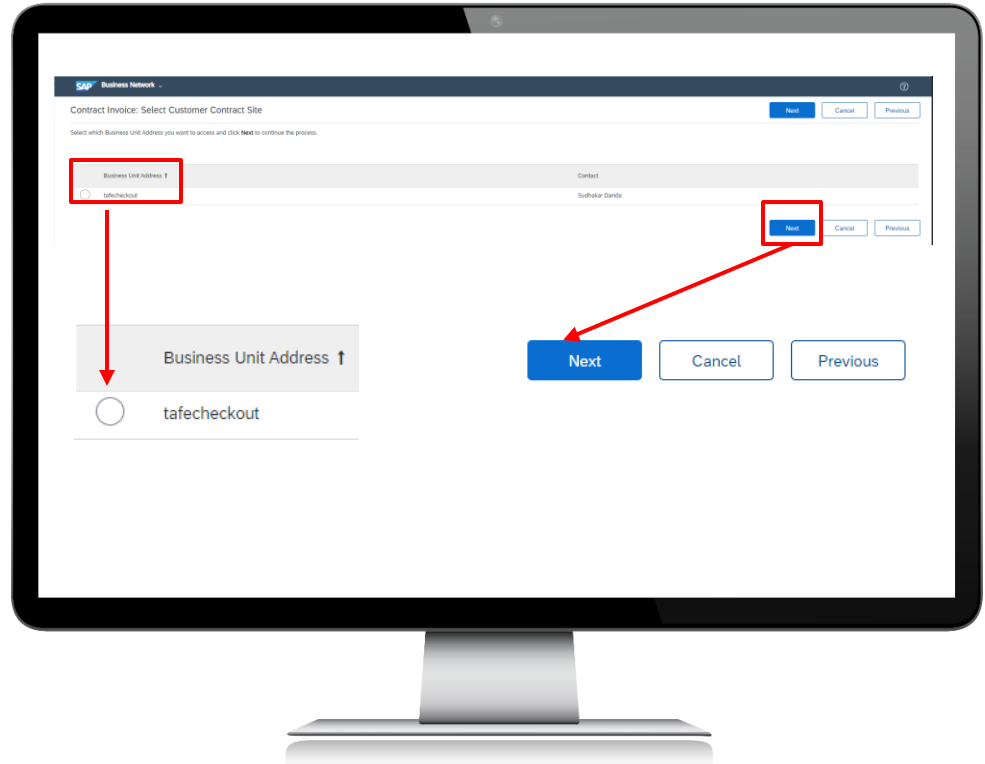
Step 4

The following screen will appear. If you have multiple customers in Ariba, you can search for the customer's name. Otherwise, use the radio button to select **'Technical and Further Education Commission'** from the list and click **'Next.'**



Step 5

At the next screen, select the radio button for 'tafecheckout' and then click 'Next.'



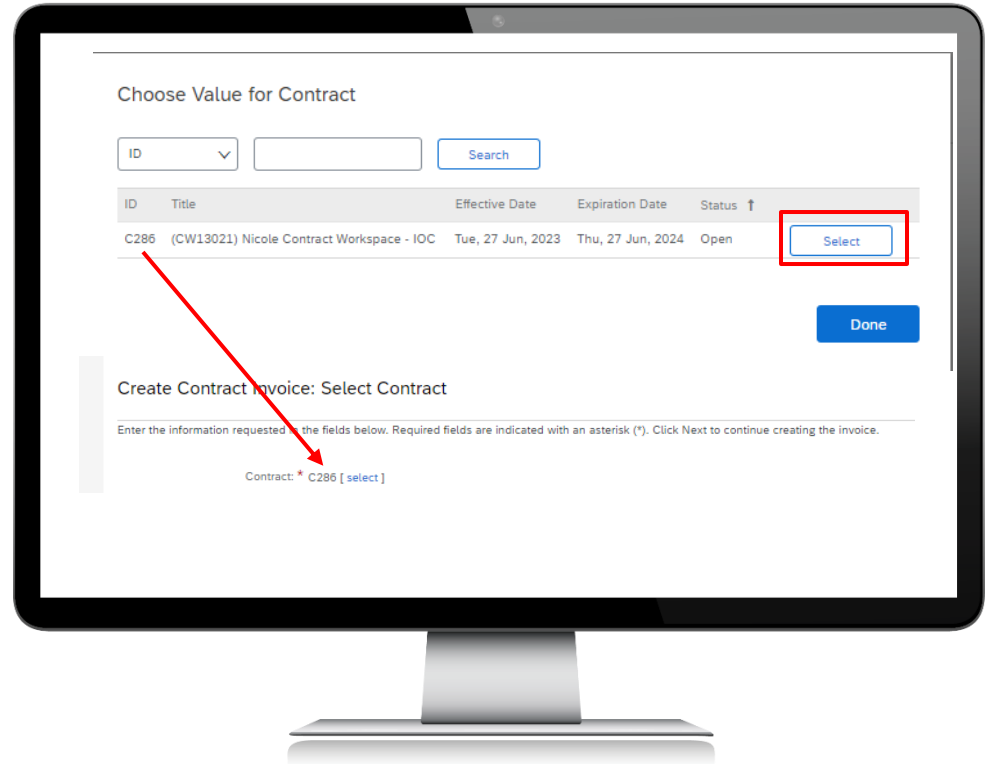
Step 6

The screen below will appear. You may have more than one contract with TAFE NSW, so you will need to search for the correct one. To do that, click on 'select' next to the words 'Contract: * (no value).'

The screenshot shows a web browser window displaying the 'Create Contract Invoice: Select Contract' form. The form has a title bar with 'Create Contract Invoice: Select Contract' and buttons for 'Print', 'Next', and 'Cancel'. Below the title bar, there is a small instruction: 'Enter the information requested in the fields below. Required fields are marked with an asterisk (*). Click here to continue creating the invoice.' The form contains several input fields: 'Contract: * (no value) [select]', 'Invoice No.', 'Date To Create', 'Payment Terms: * (no value) [select]', and 'Site Name: * (no value) [select]'. A red box highlights the 'Contract: * (no value) [select]' field at the top left. A red arrow points from this box to the same field at the bottom center of the page. Below the form, there is a large heading 'Create Contract Invoice: Select Contract' and a sub-heading 'Enter the information requested in the fields below. Required fields are marked with an asterisk (*).'. At the bottom of the page, there is a footer with '© 2008-2024 Ariba, Inc. All rights reserved. All Services Except Where Otherwise Indicated are Services of Ariba.' and a 'Print' button.

Step 7

The following screen will appear. If you only have one contract with TAFE NSW, select that one. If you have more than one, be sure to select the correct one that you want to invoice against. The contract will then appear in the previous screen.



Complete the rest of the fields on this page, and then click 'Next.'

Step 8

Create Contract Invoice: Select Contract

Enter the information requested in the fields below. Required fields are indicated with an asterisk (*). Click Next to continue creating the invoice.

Invoice #:

Invoice Date:

Sold To Email:

Payment Terms: 2041 (select)

Ship From: Warialda High School

Next

Create Contract Invoice: Select Contract

Enter the information requested in the fields below. Required fields are indicated with an asterisk (*). Click Next to continue creating the invoice.

Contract: * C286 (select)

Invoice #: *

Invoice Date: *

Sold To Email:

Payment Terms: 2041 (select)

Ship From: Warialda High School

Next

The invoice header screen will appear. Complete all the mandatory fields marked with an asterisk* as well as any optional fields that you wish to complete.

Step 9

Create Invoice [Update] [Save] [Exit] [Next]

Invoice Header * indicates required field [Add to Header]

Summary

Contract Number: C298	Subtotal: \$0.00 AUD	Edit Header
Invoice #: Inv Invoice 20230912	Total Tax: \$0.00 AUD	
Invoice Date: 12 Sep 2023	Total Gross Amount: \$0.00 AUD	
Service Description: [Text Field]	Total Net Amount: \$0.00 AUD	
Sold To Email: osam.hungar@steflex.edu.au	Amount Due: \$0.00 AUD	
Payment Terms: 0/45		

Billed To: Warialda High School FEST
Amcliffe New South Wales
Australia

Bill To: **Sudhakar Danda**
Ultima New South Wales
Australia [View/Edit Address](#)

Supplier Tax ID: [Text Field]

Tax

Header level tax Line level tax

Category: 10% GST / GST Inclusive Taxable Amount: \$0.00 AUD

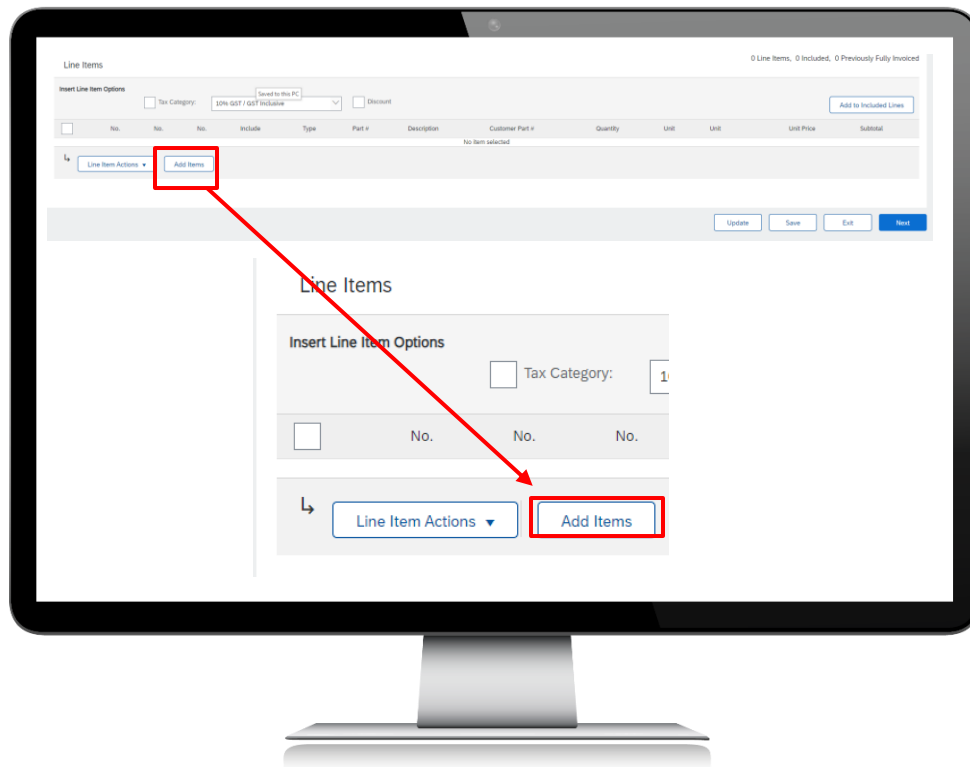
Location: [Text Field] Tax Rate Type: [Text Field]

Description: GST Inclusive Rate(%): 10 Tax Amount: \$0.00 AUD

Region: [Text Field] Exempt Detail: (No value) v

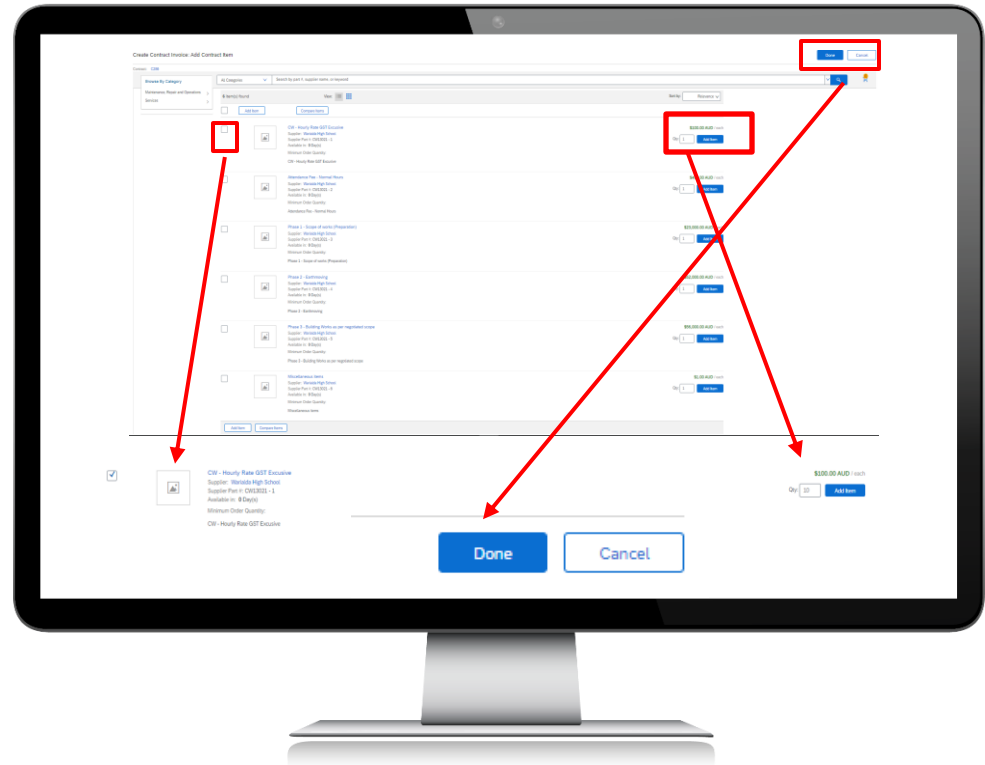
Scroll down to the section with the contract line items and select **'Add item.'**

Step 10



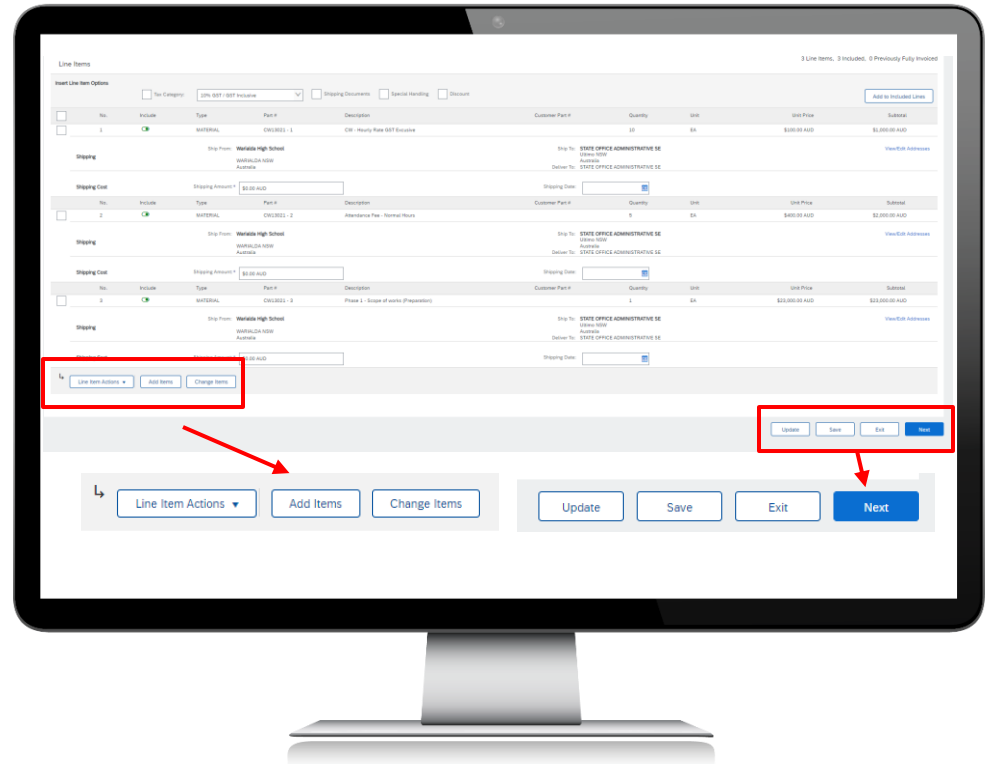
You will come to a screen that lists all the line items available in the contract to be added to your invoice. You will need to select which lines you want to add, update the Quantity field if required, and then click **'Add Item'** for each line you want to add to your invoice. Click **'Done'** at the top or bottom of the page when you are finished adding the required lines and you will return to the invoice screen.

Step 11



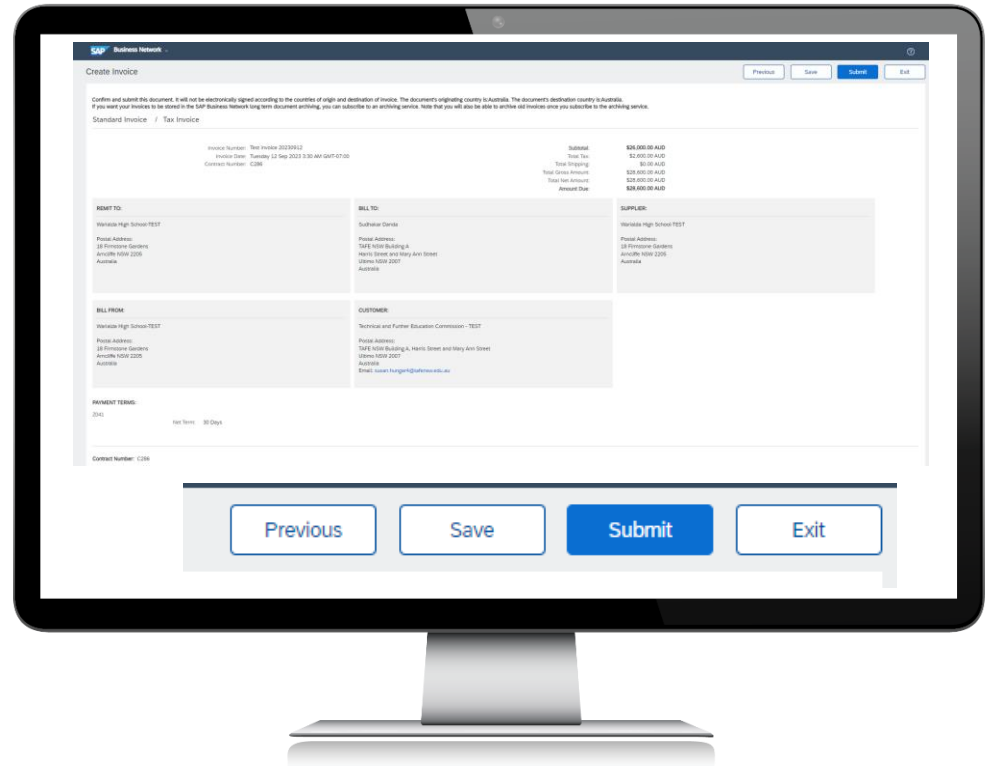
When you return to the invoice screen, ensure you have added all the lines you want to invoice, and check that everything is correct. You can always change items or add more items by clicking the relevant box on the page. When everything is correct, click **'Next.'**

Step 12



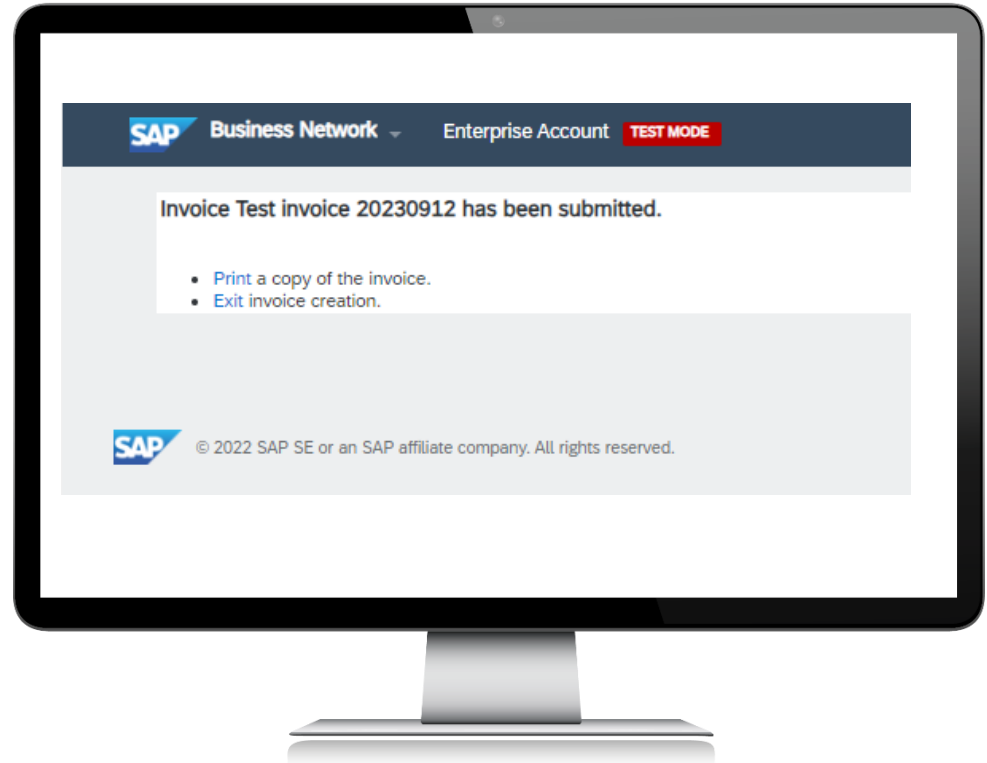
Step 13

You will now see the below summary screen. This is a chance to do one final check before submitting your invoice to TAFE NSW. If you need to correct something, select 'Previous' and make the required change. If you want to save the invoice and come back to it later, click '**Save.**' You can also '**Exit**' without saving, or, if ready to invoice, click '**Submit.**'



Once you have submitted the invoice, you will be notified that that invoice has been submitted. At this point you can '**Print**' a copy of the invoice or simply '**Exit**' the invoice creation process.

Step 14



Further assistance

For help with:	Contact
Invoicing TAFE NSW	<ul style="list-style-type: none">▪ Call 1300 823 343▪ Press Option 2 for 'Finance'▪ Press Option 3 for 'Accounts Payable and Supplier Accounts – Unpaid Invoices'
Help with SAP Ariba from TAFE NSW	<ul style="list-style-type: none">▪ Call 1300 823 343▪ Press Option 2 for 'Finance'▪ Then Press Option 2 for 'Help with SAP Ariba'▪ Alternatively, you can email suppliers@tafensw.edu.au.
TAFE NSW Supplier Resources Hub Website	<ul style="list-style-type: none">▪ Click the following link to visit the Supplier Resources – Hub TAFE NSW.

Thank you
